

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

Ref.: 14482/2021-13 MS/ETR

Our ref.: 14482/2021/MS/ETR/CRS-621

21 June 2021

Annexes: 3

Subject: WMO Course on Marine Weather Forecasting Services for English Speaking Pacific Island Nations, 2 August – 29 October 2021

Action required: For information and appropriate action, as necessary, **no later than 30 June 2021**

Dear Sir/Madam,

I have pleasure in informing you that a course designed to strengthen marine meteorology service delivery will be offered in English in the World Meteorological Organization (WMO) Regional Association V, to all Members in the Pacific Islands, during 2021. The course will include the use of blended learning modalities: Phase 1 will be online, and Phase 2 will be a blend of online and classroom (to be offered when travel restrictions are lifted). Phase 1, online format, will be offered over a period of 13 weeks, from 2 August to 29 October 2021, requiring a total of about 60-70 hours effort.

This Course has been developed in response to the Eighteenth World Meteorological Congress [Resolution 73 "Strengthening the Capacity of Members in Service Delivery"](#).

The goal of the online course (Phase 1) is to promote best practices for Impact-Based Forecasting for marine customers, with a focus on familiarization and effective implementation of the regulations for provision and continuous improvement of marine meteorological services. The purpose is to help WMO Members to improve marine meteorological service delivery by:

- a) Increasing their understanding of the needs of clients (e.g. at sea or along coasts) who use marine weather information for protection of property and safety of life at sea;
- b) Raising awareness and understanding of the regulations outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 558: Manual on Marine Meteorological Services to effect successful implementation of WMO requirements for marine meteorological services and
- c) Guiding the use and implementation of the WMO regulations and service delivery framework outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 471: Guide to Marine Meteorological Services.

The First Phase of this WMO Course is designed to be practical and highly interactive (see Programme in Annex I). It will include many short readings, but even more opportunities for interaction with facilitators and fellow participants. During the course, participants will work on activities to complete a Marine Service Delivery Context Analysis for their National Meteorological and Hydrological Services (NMHSs). Participants will be expected

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Hydrological Advisers

to work independently (or in groups belonging to the same NMHS) on these and other activities. Course work will include interviews and other interactions with management, marine customers, and other stakeholders, as well as an examination of current service delivery practices.

Course participants working for the same NMHS will be expected to coordinate their work and complete a single Marine Service Delivery Context Analysis. Some NMHSs may also be teamed up with other NMHSs with similar needs and capabilities. This will ensure that the coursework is relevant and of ongoing utility to their NMHS through the collective efforts of the participants working as a team.

All participants will be expected to dedicate a minimum of five hours each week during the 13-week course to enable completion of learning and projects tasks. It is critical to the success of this course that this time is made available to participants apart from their weekly work responsibilities. For this reason, all nominations from Permanent Representatives will require acknowledgement of this time requirement.

Participants of the WMO Course on Marine Weather Forecasting Services will be required to complete all course activities and readings for certification of each Phase (Annex II describes Phase 1 requirements).

When completing the Nomination Form, you are kindly requested to provide information on how the participation of your candidate will benefit your Service; how your candidate will utilize the skills and knowledge upon completion of the course; and that you have agreed to provide the time for your nominated candidate to complete the course. A note containing general information for participants, as well as the provisional programme schedule, will be distributed to selected candidates later.

The Nomination Form (Annex III) should be completed and returned to reach the WMO Secretariat ETR Office (tra@wmo.int) as soon as possible but no later than **30 June 2021**.

I wish to thank you for the ongoing support to WMO and its Members.

Yours faithfully,



Prof. Petteri Taalas
Secretary-General

**WMO Course on Marine Weather Forecasting Services
for English Speaking Pacific Island Nations
2 August to 29 October 2021**

Preliminary Course Programme, Expected Outcomes and Impacts

Course Overview and Introductions (2 August)

Course Guide, Using the course site, update profile, introductions forum and participant profile questionnaire

Lesson 1 (2 to 15 August)

The WMO Strategy for Service Delivery

Strategy on Service Delivery WMO No.1129, organizational charts, national marine services focal points, assessment of service delivery progress model

Lesson 2 (16 to 29 August)

The WMO Strategy for Service Delivery

(Marine services management interviews)

General functions and Organization of Marine Met Services

Guide and Manual on Marine Meteorological Services, WMO No.558 and WMO No.471 and assessment of organizational elements

Lesson 3 (30 August to 5 September)

Service Design Considerations

Forecast and warnings dissemination options, Multi-Hazards Early Warning System

Lesson 4 (6 to 26 September)

Requirements for Service Elements, Users and Applications

Marine stakeholders and forecasters interviews, marine customers certificate and definition of customers, customer needs survey, marine forecast products inventory, exemplary marine forecast and warning products

Week 5 (27 September to October 3)

International Coordination WorldWide Met-Ocean Information and Warning Service

METAREA and NAVAREA coordinators roles and responsibilities

Capstone Project (4 to 17 October)

Capstone project: Marine Service Delivery Context Analysis

Compile, revise and expand course assignments to produce a Marine Service Delivery Context Analysis

Week 9 (18 to 29 October)

Course conclusion

Final review and feedback on assignments

Expected Impacts

The purpose of the Phase One course is to help WMO Members improve marine meteorological service delivery by:

- Increasing understanding of the needs of clients (e.g. at sea or at coasts) who use marine weather information for protection of property and safety of life at sea;
- Guiding the use and implementation of the WMO regulations and service delivery framework outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 471: Guide to Marine Meteorological Services and
- Raising awareness and understanding of the regulations outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 558: Manual on Marine Meteorological Services to effect successful implementation of WMO requirements for marine meteorological services.

Expected Learning Outcomes

The outcomes of the course will adhere to the tenets referenced in [WMO-No. 1129: WMO Strategy for Service Delivery and Its Implementation Plan](#) and align with the WMO Marine Weather Forecasters competency framework, which is part of the [WMO-No. 1209: Compendium of WMO Competency Frameworks](#).

1. Assess current marine forecast services' adherence to WMO guidelines.
2. Assess marine customer needs.
3. Align marine forecast services with customer needs and WMO guidelines.
4. Apply the WMO marine service delivery framework to foster continuous improvement of marine services.
5. Identify differences between and hierarchy of international and national regulations that govern the provision and broadcast of marine services.
6. Describe the end-to-end service delivery processes within the marine multi-hazard forecast and early warning system, including the roles and responsibilities of METAREA Coordinators, National Marine Services Focal Points, marine weather forecasters, and NAVAREA Coordinators.
7. Develop a portfolio of documents, a **Marine Service Delivery Context Analysis**, for creating the basis for a **Service Delivery Action Plan** (as prescribed in WMO-No. 1129: WMO Strategy for Service Delivery and Its Implementation Plan)

**WMO Course on Marine Weather Forecasting Services
for English Speaking Pacific Island Nations
2 August to 29 October 2021**

Course Activities and Certificates

General activities required of all participants

1. Viewing all required instructional resources
2. Contributing to the course online discussion forums
3. Contributing to all learning activities

To receive Certificates of Completion, participants will be assessed on their contributions to a variety of activities and completion of several projects. The coursework is designed to fit the scope of the 5 hours per week expected for participation.

During the course, the participants will create a portfolio of documents, comprising a **Marine Service Delivery Context Analysis**, which can be used as the basis for creating a **Service Delivery Action Plan** (as prescribed in WMO-No.1129: *WMO Strategy for Service Delivery and its implementation Plan, Appendix 7: Action Plan Outline*) to add new services or improve existing services.

Participants from the same NMHSs will work together in the creation of a Marine Service Delivery Context Analysis that applies to their service. Some NMHSs may also be teamed up with other NMHSs with similar needs and capabilities. This will ensure that the coursework is relevant and of ongoing utility to their NMHS through the collective efforts of the participants working as a team.

It is expected that the key stakeholders of the participant's NMHSs are engaged in this process. Engagement by the WMO Permanent Representatives and managers will assure that the outcomes of this training initiative contribute to the improvement of marine services.

Participants will be assessed on the quality of their completed Marine Service Delivery Context Analysis as well as completion of the units of the course, and those who successfully complete the course will receive a Certificate of Completion and a transcript identifying the competencies addressed in the course.

**WMO Course on Marine Weather Forecasting Services
for English Speaking Pacific Island Nations
2 August to 29 October 2021**

Participant Nomination Form

Section A: Personal Details

1. Country : _____
2. Title: Mr/Ms/Miss/Dr/Prof/ : _____
3. First Name (Given) : _____
4. FAMILY NAME (SURNAME) : _____
5. E-mail : _____
6. Telephone No : _____
7. Fax No : _____
8. Official Address : _____

9. Date of Birth : _____
10. Nationality : _____
11. Gender : ☐ Female ☐ Male

Section B: Qualification

12. Qualification (Certificates, diplomas, degrees, etc.):

13. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					

Writing					
---------	--	--	--	--	--

14. What other WMO courses have you attended in the last 5 years?

Section C: Work experience

15. Present work:

☐ National Meteorological and/or Hydrological Service (NMHS)

☐ Other (Please specify): _____

16. What is your job title? _____

17. How long have you been in this position? _____

18. Your qualification:

☐ Meteorologist

☐ Hydrologist

☐ Oceanographer

☐ Other (Please specify): _____

19. Do you have experience on?

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| • Marine service delivery | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Marine weather forecasting | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Coastal early warning services | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Oceanography | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Hydrology | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Meteorology | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Section D: Rationale for Applying

20. How are you involved in marine weather forecasting services in your position?

21. Why do you want to attend this course? Be specific about how it will help you in your work

22. Provide a statement on how you anticipate using the knowledge and skills from this course in your work:

23. Provide a brief description of the present activities related to this course you are developed:

Section D: Endorsement of Permanent Representative

24. Statement by the Permanent Representative on how the participation of this candidate will benefit the education and training provided by the NMHS:

25. Will the participant be granted the required 5 hours per week release time to complete the learning activities of the course?

- ☐ Yes, based on agreement with direct supervisor
- ☐ Yes, based on agreement with NMHS director.
- ☐ No, formal agreement is still being sought

Place: _____

Date: _____

Signature of the Permanent Representative: _____

To be completed and returned as soon as possible and in any case to reach WMO **not later than 30 June 2021** to:

Secretary-General
World Meteorological Organization
Case postale No. 2300,
CH-1211 Geneva 2
SWITZERLAND
Fax No: +41 22 730 80 41 or +41 22 730 81 81
E-mail: tra@wmo.int